

University of Montana
ScholarWorks at University of Montana

Syllabi

Course Syllabi

Fall 9-1-2018

COMX 111A.01C: Introduction to Public Speaking

Allison M. Sullivan

University of Montana, Missoula, allison.sullivan@umontana.edu

Let us know how access to this document benefits you.

Follow this and additional works at: <https://scholarworks.umt.edu/syllabi>

Recommended Citation

Sullivan, Allison M., "COMX 111A.01C: Introduction to Public Speaking" (2018). *Syllabi*. 8570.
<https://scholarworks.umt.edu/syllabi/8570>

This Syllabus is brought to you for free and open access by the Course Syllabi at ScholarWorks at University of Montana. It has been accepted for inclusion in Syllabi by an authorized administrator of ScholarWorks at University of Montana. For more information, please contact scholarworks@mso.umt.edu.

**COMX 111A INTRODUCTION TO PUBLIC SPEAKING
FALL 2018 COURSE SYLLABUS**

INSTRUCTOR: Allison Sullivan

E-MAIL ADDRESS: allison.sullivan@umontana.edu

OFFICE LOCATION: Missoula College, 331

OFFICE HOURS: Tuesday 12:30-1:30pm, Wednesday 12-1pm, or By Appointment

Course Objectives—What will I learn and do in this course?

The course is designed to help students meet a set of learning objectives. If you work hard and take the course seriously...

- *You will understand the elements of the communication process.*
This will be demonstrated through quizzes and the Outside Speaker Assignment.
- *You will understand the components of effective speech delivery.*
This will be demonstrated by speech performances and feedback on speeches.
- *You will improve your listening skills and your ability to offer constructive feedback to others.*
This will be demonstrated by feedback on speeches.
- *You will learn how to conduct basic college-level research on contemporary public issues and incorporate that research in public discourse.*
This will be demonstrated by a library assignment and the construction of speech outlines for your informative and persuasive speeches.
- *You will be able to craft public speeches that: have a clear purpose, state a cogent central idea, are well-organized, and are adapted appropriately to the audience and the situation.*
This will be developed throughout all of the work you do for this class, and ultimately demonstrated by your speech performances.

Course Materials—What do I need for this course?

1. BOOK: *A Speakers Guidebook*, 6th Ed., Bedford/St.Martin's 2015.
2. FOLDER – two pocket, for handing in materials related to your major speeches.

Student Responsibilities and Expectations—How can I succeed in this course?

- *Respect your instructor and your colleagues.* This encompasses all of the following items. It is absolutely necessary for a positive educational experience. Whether it is arriving in class promptly, behaving ethically toward your instructor and classmates, or contributing to a positive classroom climate, please act respectfully.
- *During class, do not use media that are unrelated to the class.* This includes cellphones, messaging devices, and music players. Any device that can make noise should be turned completely off for the entire class period.
- *Complete your reading assignments in the textbook.* Students who fail to keep up with reading will perform poorly on quizzes and have problems with speeches.
- *Give your speeches and turn in assignments on time.* Late assignments will be penalized. Specific guidelines for speech performances are addressed below. Students who do not complete all four major speaking assignments will not receive a passing grade for the course regardless of other points earned.

- *Do your own work.* Plagiarism and academic dishonesty will result in penalties ranging from failure of the assignment to expulsion from the College. This topic is addressed below and will be discussed in class.

Attendance Policy – What if I miss class?

The standard penalty for arriving late, leaving early, or missing class is loss of that day's points. During each session, there will be an opportunity to earn points through quizzes, in-class exercises, feedback on speeches, or other assignments. These points can only be earned by arriving in class on time and attending for the entire session. Exceptions will be allowed only for excused absences.

Attendance on Speech Days – What if I miss my speech?

The above policy is even more significant on the days that you are assigned to give a major speech. Missing your speech disrupts the course schedule, is unfair to other students, and potentially crowds out other learning experiences in the course.

The standard penalty for missing your speech day is a 25% point reduction, or two letter grades.

This means a maximum grade of D for a speech that would otherwise earn a B. It also has a significant impact on your final course grade – it could take you from a B to a C+. Since there is limited time for speeches, you may also risk losing the chance to perform your speech at all – which means zero points.

What if I know ahead of time that I will be absent? If you know that you will be absent from class on your assigned speech day, *inform your instructor immediately and negotiate a switch* with a classmate. Students who anticipate absence because of UM-approved activities (e.g., athletics, debate, music) are still responsible for making these arrangements.

What if something comes up at the last minute? It's got to be serious. Extreme extenuating circumstances (significant illness requiring bed rest, family emergency) can mitigate the standard penalty. I will consider the following conditions when determining the application of any penalty:

- ✓ You notify me prior to missing the speech.
- ✓ You provide documentation verifying your excuse.
- ✓ You turn in your outline within 24 hours of missing the speech.
- ✓ You are in good standing in the course (passing grades on other assignments, no late assignments, consistent attendance)

This list is intended to separate unforeseen emergencies from the common cold or a lack of preparation. A good rule of thumb might be: what would you do if this was your first job out of college and you had a big presentation to give? Bottom line: don't miss your speech day.

Students with Disabilities – What if my disability affects my performance?

If you have a disability that may require modification of the course, please obtain the appropriate documentation from the DSS Office and then see me to discuss what, if any, special arrangements need to be made.

Academic Misconduct and Plagiarism – What are my ethical obligations?

Academic misconduct includes plagiarism, cheating, and deliberate interference with the work of others. It is the intellectual equivalent of fraud – a crime against the codes of the academy. At the University of Montana, the Student Conduct Code governs this and other aspects of your conduct. It is available to download at:

http://life.umt.edu/vpsa/student_conduct.php

The standard penalty for this crime is an academic penalty determined by the instructor (typically, zero points on the assignment or F for the course). In egregious or repeat cases, a disciplinary sanction by the University will be recommended.

Student Concerns - What if I have a problem with the teacher?

If the nature of your concern is something that affects your academic performance, first, attempt to resolve the issue directly with me. If resolution is not possible or I am unresponsive to your requests within a week, please contact the Chair of the Department. If the Chair is unable to resolve the matter or is unresponsive to your requests within a few days, please contact the Dean of the College or School. If the Dean is unable to resolve the matter or is unresponsive to your request, please contact the Office of the Provost at (406) 243-4689. If me, the Chair, the Dean, and the Provost's Office have not addressed the matter to

your satisfaction, then please contact the ASUM Student Resolution Officer (406) 243-5431, asumresolutionoff@mso.umt.edu. For more information on this, please visit: <https://www.umt.edu/provost/students/concerns/default.php>

DROP POLICY:

“Beginning the 46th day of the semester through the last regular class day (i.e. Friday) before Finals Week, “students may drop courses only by petition. Note that not all petitions are approved and documentation is required. Some examples of documented circumstances that may merit approval are accident or illness, family emergency, or other circumstances beyond the student’s control. Instructors and advisors have the right to indicate that they do not recommend the drop” - the UM’s Academic Policies and Procedures (see <http://www.umt.edu/catalog/acad/acadpolicy/default-print.html>).

Requirements and Grading

Your course grade will be determined by your performance on four major speaking assignments, smaller assignments related to the speeches, and in-class exercises and quizzes:

<u>SPEECH 1</u>	<u>Demonstration Speech</u>	<u>100 points</u>			
	Performance	75			
	Speaking Notes	25			
<u>SPEECH 2</u>	<u>Informative Speech</u>	<u>200 points</u>			
	Draft working outline	25			
	Performance	125			
	Final working outline	25			
	Speaking Notes, Bibliog., Sources	25			
<u>SPEECH 3</u>	<u>Persuasive Speech</u>	<u>200 points</u>			
	Performance	150			
	Final working outline	25			
	Speaking Notes, Bibliog., Sources	25			
<u>SPEECH 4</u>	<u>Ceremonial Speech</u>	<u>150 points</u>			
	Performance	125			
	Manuscript	25			
<u>OTHER</u>	<u>Various Assignments</u>	<u>350 points</u>			
	Quizzes, Exercises, Short Assignments	150			
	Peer Evaluations	100 (For Speech 1, 10 pts. total; for Spchs 2-4, 9 evals x 10pts)			
	Self Evaluations	60 (4 evals x 15 pts)			
	Outside Speaker Assignment	40			
	TOTAL POINTS	1000 points			
<u>Course Points/Final Grade</u>					
>925	=A	899-875	B+	799-775	C+
924-900	=A-	874-825	B	774-725	C
		824-800	B-	724-700	C-

COURSE OUTLINE:

The following readings and speech deadlines are due on the day they are listed. If two class dates are devoted to a chapter, make sure you have read that chapter by the first class date for which it is scheduled.

August

- 28 Course Introduction and Why Study Public Speaking? - Read ch. 1
- 30 Developing Your First Speech and Managing Speech Anxiety - Read ch. 2 and ch. 3 and **Turn in Topic Proposal!**

September

- 4 Listening and Feedback - Read ch. 4
- 6 Ethical Public Speaking and Using Presentation aids - Read ch. 5, 20 and 21
- 11 **Speech 1**
- 13 **Speech 1**
- 18 Informative Speaking and Developing Topics - Read ch. 23 and ch. 7
- 20 Researching Public Issues/Library Research Day - Read ch. 8, 9 and 10 - **Topic Proposals Due!**
- 25 Inventing, Organizing and Outlining Your Speech - Read ch. 11, 12 and 13
- 27 Introductions and Conclusions - Read ch. 14 and 15

October

- 2 Outlining Your Speech Workshop Day
- 4 Presenting Your Speech - Read ch. 17, 18 and 19
- 9 **Speech 2**
- 11 **Speech 2**
- 16 **Speech 2**
- 18 **Speech 2**
- 23 Your Persuasive Speech and Developing Arguments - Read ch. 24 and 25
- 25 Organizing the Persuasive Speech and Audience Analysis - Read ch. 6 and 26 and **Topic Proposals Due!!**
- 30 Audience Analysis Questionnaire and Analyzing Persuasive Speeches

November

- 1 Persuasive Speech Workshop - **Outside Speaker Assignment Due!!**
- 6 Election Day - No Classes!
- 8 **Speech 3**
- 13 **Speech 3**
- 15 No Class - Away at a Conference

20 **Speech 3**

22 THANKSGIVING BREAK ***NO CLASS***

27 Special Occasion Speaking – Read ch. 27

29 Effective Language and Ceremonial Speech Workshop - Read ch. 16

December

4 **Speech 4**

6 **Speech 4**

11 **Speech 4**

FINAL MEETING TIME WILL BE DURING OUR PRESCRIBED FINAL TIME, TUESDAY, DECEMBER
11th, 10:10am-12:10pm